

Group Lesson Plan #1

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Title

Career Exploration

Summary

This unit uses a job shadowing experience along with a variety of activities to explore business careers. Students will conduct formal research to investigate and present career options within an organization.

Duration (10-15 hours)

Materials

Computers with PowerPoint, Word, Excel, Internet Access

Job Shadow Packet

Company Research Profile Packet

Activities

Company Research Project

1.0—Develop an Individual Career Plan

R-P1, P4, W-P1, P2, P4

5.0—Demonstrate Written Communication Skills

R-P1, P4, W-P1, P2, P4, P5

22.0—Use Computerized Information Systems and Technology

R-P1, P4, W-P1, P5, 2M P1, P2, 6M-P1

Student will be able to:

- Use the Internet to Research Company Information
- Prepare a Written and Oral Presentation
- Utilize Appropriate Hardware and Software to Generate Business Communications and Reports

Aptitude Assessment

1.0—Develop an Individual Career Plan

R-P1, P4, W-P1, P2, P4

Student will be able to:

Identify Personal Career Interests

Job Shadow Interview/Log Sheet

4.0—Demonstrate Oral Communication Skills

R-P1, P4, W-P1, P2, P4, P5

5.0—Demonstrate Written Communication Skills

R-P1, P4, W-P1, P2, P4, P5

Student will be able to:

- Use questioning techniques to obtain information from an audience
- Demonstrate active listening during interviews

PowerPoint Presentation

4.0—Demonstrate Oral Communication Skills

R-P1, P4, W-P1, P2, P4, P5

5.0—Demonstrate Written Communication Skills

R-P1, P4, W-P1, P2, P4, P5

22.0—Use Computerized Information Systems and Technology

R-P1, P4, W-P1, P5, 2M P1, P2, 6M-P1

Student will be able to:

- Use Appropriate Hardware and Software to Generate Business Communications and Reports
- Prepare and Deliver Presentations

Resume for Job Shadow Position

4.0—Demonstrate Oral Communication Skills

R-P1, P4, W-P1, P2, P4, P5

5.0—Demonstrate Written Communication Skills

R-P1, P4, W-P1, P2, P4, P5

Student will be able to:

- Use Questioning Techniques to Obtain Information from an Audience
- Organize Data and Create Resume for Job Shadowing Position

Create Company Organizational Chart

16.0—Demonstrate General Management Practices

R-P1, W-P1, 2M-P1, P2

17.0—Demonstrate Administrative and Communication Functions

R-P1, P4 W-P1, P2, P4, P5, 1M-P1, P2, 2M-P1, P2

Student will be able to:

- Compare and Contrast Vertical and Horizontal Management Structures in Organizations
- Create Organizational and Departmental Charts Based on Functions

Peer Evaluation

18.0—Demonstrate Human Resource Management Functions

R-P1, W-P1, P4, P5

Student will be able to:

- Evaluate Peers' Performance
- Provide Feedback for Peer Performance and Development

Evaluation

Rubrics for written Company Research Project, PowerPoint Presentation, Organizational Chart, Peer Evaluation Form, and Job Shadow Resume